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Operations

PLANS MANAGEMENT



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This policy directive establishes procedures for 21st Space Wing (SW) planners (this includes planners in the Wing Plans Office and individuals tasked to prepare plans for 21 SW subordinate units) for managing the 21 SW plans management program. This policy directive applies to the 21 SW and subordinate units. This policy does not apply to the Air Force Reserve or the Air National Guard.

1. The plans management program is designed to ensure all 21 SW plans are effectively developed and meet standard formats across the wing. Planners at all levels will ensure all plans developed within the 21 SW adhere to this policy directive and all instructions implementing this directive.

2. This directive applies to all 21 SW plans where organizations outside the wing are tasked or where taskings cross group boundaries.

3. Responsibilities:

3.1. Commander, 21st Space Wing (21 SW/CC). Approves and signs all plans tasking agencies outside the 21 SW and all plans tasking across group lines within the 21 SW. Delegates signature authority for plans to installation commanders at geographically separated units (GSU) where the 21 SW GSU is the host for the installation.

3.2. 21 SW Wing Plans and Programs Office. Responsible for the overall Wing Plans Management Program. Ensures organizations within the Wing prepare required plans as tasked by higher headquarters and ensures all Wing plans meet minimum standards of format and content.

3.3. Organizational Commanders. Responsible for effectively managing plans for which he/she is the office of primary responsibility (OPR). This includes, but is not limited to:

3.3.1. Preparing subordinate plans when tasked by Higher Headquarters (HHQ) in HHQ plans and directives.

3.3.2. Ensuring all tasked agencies review and coordinate on taskings within the commander's plans.

3.3.3. Coordinating plans with all affected organizations.

- 3.3.4. Providing a copy of all final plans to the Wing Plans Office in both hard (paper) and soft (electronic) copy.
- 3.3.5. Establishing an annual review process to ensure all plans for which he/she is the OPR are reviewed by all tasked agencies no later than the anniversary date of the plan.
- 3.3.6. Preparing plans in a standard format defined in 21 SW Instruction 10-301, *Plans Management*.

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